



# CAREER OPPORTUNITY

**CITY OF LA HABRA, CALIFORNIA**  
**HUMAN RESOURCES DEPARTMENT \* P.O. BOX 337 \* 90631**  
**201 E. LA HABRA BLVD. \* LA HABRA, CA \* (562) 383-4000**

## **CIVIC CENTER**

### **Management Analyst\* TC-01/1**

\*\$4,168/mo. - \$5,865/mo. (\$24.045/hr. - \$33.834/hr.)

\*\*\$4,414/mo. - \$6,211/mo. (\$25.467/hr. - \$35.834/hr.)

The City of La Habra is recruiting to fill the position of Management Analyst in the Public Works Department and to establish an eligibility list for future openings. Employees hired after January 1, 2013, that are new to CalPERS, or are returning members with a break in service greater than six months, will be enrolled in the formula 2% @ 62 retirement plan and will be required to pay 50% of the normal PERS cost.

**Definition:** Under direction of the Public Works Director, this position provides staff assistance on responsible professional, analytical, administrative, and coordinative work in a variety of program areas.

### **ESSENTIAL DUTIES** include the following:

- Performs comprehensive analysis in a wide range of areas including policies, organization, finance, budget, contracts, procedures, and services.
- Provides staff assistance in the development and execution of various programs and projects such as conservation, shopping carts, waste management, and hazardous waste recycling programs.
- Conducts research, analysis, and evaluation on assigned programs and areas.
- Assists in the implementation of goals, objectives, policies, and priorities as assigned.
- Monitors project timelines, budgets, contracts, and other related resources.
- Conducts surveys and research and prepares reports.
- Represents the City with outside agencies and attends professional meetings as required.
- Analyzes and interprets City policies and procedures.
- Conducts legislative analysis to determine the effects of proposed legislation on City operations and finances.
- Coordinates assigned activities with City departments, divisions, and outside agencies.
- Performs other related duties as required.

## **Qualifying Knowledge, Skills, and Abilities:**

### **Knowledge of:**

- Federal, State and local laws, rules and regulations pertaining to local government operations.
- Principles, practices, and techniques of public administration and analysis.
- Municipal finance and budgeting.
- Research and survey techniques, methods and procedures.
- Principles and practices of modern office equipment and software applications.

### **Ability to:**

- Properly interpret and provide recommendations in accordance with laws, regulations, and policies.
- Analyze a variety of administrative and/or organizational issues and make sound policy and procedural recommendations.
- Communicate effectively orally and in writing.
- Use correct English usage, spelling, punctuation, and vocabulary.
- Prepare complete and accurate reports.
- Make effective presentations.
- Use Windows operating system and Microsoft Office 2010 Suite software and graphics software proficiently.
- Plan, organize, and successfully implement projects and assignments.
- Establish and maintain professional relationships with others.
- Provide excellent customer service to members of the community and all those contacted while performing job functions.

## **Training and Experience Requirements:**

A combination of education and experience that provides the qualifying knowledge, skills, and abilities is required. Typically, this is achieved by a Bachelor's Degree in Public Administration, Business Administration, or related field and a minimum of two years of progressively responsible administrative experience, preferably in a public agency.

## **License Requirement:**

Must possess and maintain a valid California Class C driver's license.

## **Application Procedure:**

Applications are available on the City's website at: [www.lahabracaca.gov](http://www.lahabracaca.gov) or in the Human Resources Department. Interested candidates **MUST** submit an application and resume to the Human Resources Department prior to **5:30 p.m. on Thursday, April 7, 2016**. The City will **not** accept faxes or resumes in lieu of a City application form. Applications will be screened and those who appear to best meet the needs of the City will be invited for an oral interview. The final candidate must successfully complete a medical exam, drug screening, employment history verification, DMV check, and fingerprint check.

If any accommodation is needed during the interviewing or testing process, please notify the Human Resources Department at least 5 days in advance of your scheduled appointment so that we may be able to provide a reasonable accommodation.

*This bulletin is not a contract, neither expressed nor implied. Any provision herein may be modified or revoked.*

\*Hired on or after 7/1/2010

\*\*Hired full-time before 7/1/2010